



City of Concord, NH

Engineering Services Division
City Hall, 41 Green Street
Concord, NH 03301
Tel: (603) 225-8520
Fax: (603) 230-3630

engineering@concordnh.gov

Encumbrance Permit Application

Minimum of **Three (3)** Working Days Required for Approval
**Parking Meter Hoods must be purchased for all meters affected
by encumbrance through the Concord Police Department
at 35 Green Street, Concord, NH 03301 (603) 225-8640.**

Applicant: Fill out sections 1 – 4 only

1. Applicant Name: _____
Company: _____ Phone: _____
Address: _____
City/State/Zip: _____
Email: _____
24 HR EMERGENCY TELEPHONE : _____
Insurance Certificate #: _____
Insurance Agency: _____
Permit Bond # : _____
Bond Agency : _____
Bond Issue Date : _____ Bond Expiration Date: _____

2. Encumbrance Location: _____
Scheduled Start Date: _____ Complete : _____
Purpose of Encumbrance
☐ Construction ☐ Roofing ☐ Painting ☐ Brickwork ☐ Moving
☐ Utility Work ☐ Window repair ☐ Other _____
Type of Encumbrance:
☐ Dumpster ☐ Motorized lifts ☐ Staging ☐ Moving Container
☐ Crane ☐ Manhole ☐ Other _____

3. YES NO
☐ ☐ Submitted a traffic control plan with application?
☐ ☐ Will sidewalk be closed to pedestrian traffic?
☐ ☐ Is there an alternative sidewalk available for pedestrians?
☐ ☐ Will any part of travel lane and or parking be obstructed?
☐ ☐ Will heavy equipment be driven on Curb / Sidewalks?
☐ ☐ Will materials be hoisted over public way?
☐ ☐ Will work cause materials to wash into storm drains?
☐ ☐ Will there be any impact to parking meters?

4. By undersigning this application, the Applicant acknowledges that he/she has read and hereby agrees to abide by the City of Concord's of Code of Ordinances, Title 1, General Code, Chapter 5, Public Works, Article 5-1, Highway and Sidewalks – Ordinance No. 2577 Section 5-1-5 and to any other ordinances, special conditions, restrictions, and regulations that may be imposed by the Engineering Services Division.
Applicant's Signature: _____ Date: _____

City Use

Permit #: _____
Approved By: _____
Approval Date: _____
Expiration Date: 30 DAYS FROM APPROVAL
Yes No
☐ ☐ Traffic Control Plan required
☐ ☐ Insurance and Bond required
Other Conditions: _____

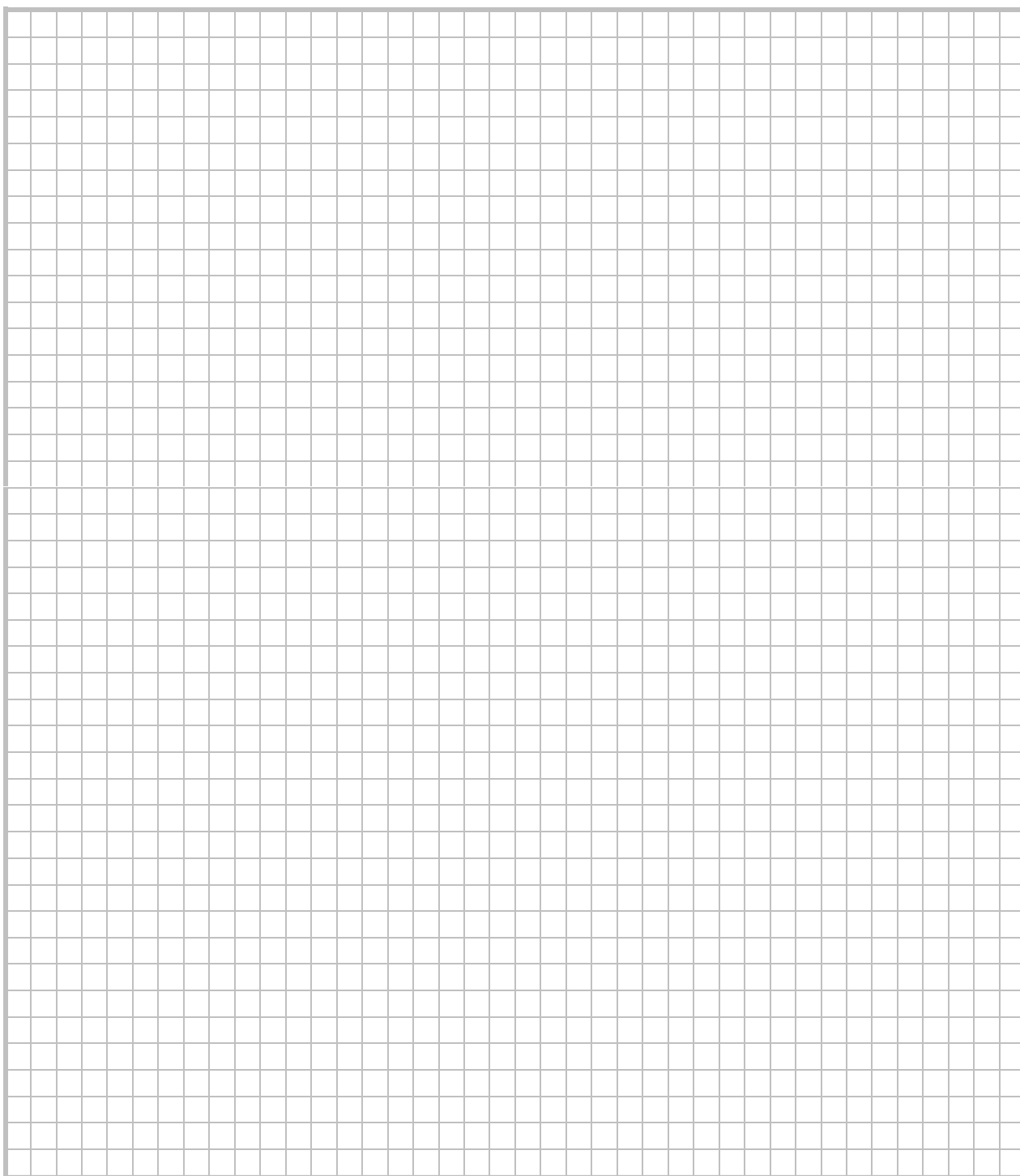
Fees:

☐ New Permit ☐ Renewal
Administration and Application Fee: \$ 70.00
(Non-Refundable)
Sub-total \$ _____
Previous Payments \$ _____
Total Due: \$ _____

Date Paid: _____
Form of Payment _____
Receipt # : _____

Final Approval: _____
Date: _____

Sketch location of encumbrance and dimensions,
In box provided below.



Please indicate NORTH by placing N on star point

